*eecs*441 Team Commitment Contract

Team Norms & Expectations

As a team, it is important to name norms and expectations that you share moving forward. These agreed-upon norms will guide behavior and enable accountability as the year progresses. The specifics are important.

Team email address

Create an MCommunity group email address for ALL students in your team. Do not include the teaching staff. This address will be used to give you access to your team grade sheet. To ensure access, set "Sent to Google UMICH" to "Yes".	eecs441-music-sharing-network@umich.edu

Team member work patterns

Some students like to work late at night, others are early risers and prefer to work in the mornings. Some students work best on a tight deadline, others prefer to work ahead as much as possible. Discuss as a team and share your personal work habits and tendencies.

Our group primarily likes to work during the day. We all tend to start working around 9 AM and work into the evening but are flexible with our schedules. We prefer to lay out a plan ahead of time so that we do not fall behind, but sometimes tight deadlines can arise and all the group members have experience with adapting to those deadlines.

Use of communication channel

Frequency of response: how much time is reasonable for email and slack responses when communicating with each other on the team?	6 to 8 hours is considered a reasonable response time
Tone and usage: how will you indicate if something is urgent? What type of discussions can happen in group vs. what type discussions should happen one-on-one?	To indicate something is urgent, we will create specific communication channels for high priority issues. Discussions that happen in groups should be centered around big-picture topics or

	issues that affect multiple sub-teams. One-on-one discussions should be used for implementation-specific issues as well as minor issues with no broad impact.

Work-together time

When will your <u>team</u> get together to work on the project each week?
Even if you decide to set aside time for sub-teams to meet, you MUST still have an "all hands" meeting to work out the interfacing between sub-teams.

CoE time expectation: 16 hours/week for a 4-credit course, incl. class time.

Based on previous years experience, successful teams who have earned the highest grades schedule time and work together for at least 4 hours per week outside of the faculty meeting time. The remaining hours are spent on individual efforts.

Who will be working together	Day	Time	Location
All hands meeting time (**REQUIRED**)	Sunday	11:00 AM	Online
Front-End Development	Tuesday	4:00 PM	Online
Back-End/Server Development	Wednesday	3:00 PM	Online
Machine Learning/ Signal Processing	Monday	11:30 AM	Online

Punctuality

What is your expectation for punctuality at team working and meeting times?	within 10 mins of starting time

Meeting management

How will your meetings be run? Will you ever cancel a weekly meeting? How much advance notice is required to cancel work-together meetings? For activity grading, we will review your weekly meeting agendas, minutes, and action items and task assignments. You are required to prepare an agenda prior to each meeting, take minutes during the meeting, and record your action items and task assignments upon conclusion of the meeting. You must then post the agenda, minutes, and action items/task assignments on your agile board (Trello).

For our meetings, we will set up an agenda and identify specific action items or issues beforehand. During the meetings, we will discuss these specifics as a group and find a way to work towards a solution. Meetings will primarily focus on keeping the team in sync as well as addressing overarching issues. Weekly meetings can be

cancelled if needed and we will have a policy of cancelling at least 24 hours beforehand.

Decision making

How will your team make decisions? All collaborative? At some point will you give autonomy to certain members? How will you communicate decisions that are made to one another during independent or subteam work time?	Our team will make decisions based on the context and importance of the issue. For larger, overarching issues that affect multiple teams, we will consult all members before proceeding. For smaller issues such as object design or technical specifications, the sub-team responsible will be allowed to make decisions autonomously in order to keep development moving. Any significant decisions that are made should be documented and team members should be notified through Slack.

Project Manager

Will you appoint one person for the term or will you rotate the role?	We will appoint 2-3 people for the PM role and rotate them through the semester.

The PM serves as the project lead/scrum manager; turns in all team assignments; manages the project plan and timeline; delegates tasks; ensures project milestones and deadlines are met.

All team members must review and approve all assignments prior to submission by the Project Manager.

Due to the relatively small size of 441 projects, the PM role cannot be exclusive: even if you appoint one person to be the PM, they MUST also contribute code.

Fail fast, fail early, fail often

When a team member realizes they are stuck and cannot meet deadline, when must they inform the rest of the team?	24 hours wall-clock time

Effort expectation

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Some students strive for A+, others are happy to pass the course with a C. Have you had an honest discussion among yourselves as to what each member expects from the team?

Yes, our team discussed what our expectations for performance in the class are. We are all confident that if we put forth a reasonable amount of effort, we can obtain an A in this class. We are all committed to achieving the best possible grade for our project.

Team conflict

Occasionally, there will be interpersonal team conflicts. How will you handle them? E.g. first discuss with the team member in person? When would you escalate to your GSI/IA or faculty?

If a conflict arises, we will first try to resolve it between the members involved and the project manager, if needed. If we are not able to reach a resolution through that, we will involve the whole team and make a decision together. If we are still not able to resolve this issue within a week, then we will reach out to the faculty for assistance.

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Cause for dismissal

Following are expected team member behaviors. A demonstrated inability to follow any one of these expectations will be sufficient cause for dismissal from the team, requiring withdrawal from the course or resulting in a failing course grade.

1. Team member did not complete a task that was assigned to them and did not:
   ○ promptly alert the team and teaching staff that they were struggling
   ○ reach out for help to another team mate or teaching staff when struggling
   ○ document their attempts to complete the task

      acceptable documentation: several git commits over the days leading up to a deadline, with code showing that the member had put the time and effort into attempting the task rather than fail to complete the task due to procrastination and lack of effort.

2. Team member failed to respond to messages from other team members within the "Frequency of response" stipulated in this Team Commitment Contract and did not:
   ○ warn the team of a family or medical emergency that would leave them unable to communicate
   ○ provide teaching staff with a proof of medical/family emergency as reason why they were unavailable
3. Team member failed to show up, call in, or participate in 2 or more team meetings and did not:
   ○ warn the team of a medical or family emergency that would leave them unable to attend
   ○ provide teaching staff with a proof of medical/family emergency as reason why they were unavailable
4. Team member failed to conduct themself professionally and collegially. Professional and collegial interaction and behavior means civil interactions with other team members; it is not acceptable, for example, to yell at or openly insult other team members during group meetings or showing other disrespectful attitudes.

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Team member signatures

By signing electronically below, you are attesting that you have read this whole Team Commitment Contract, that you have been part of the discussion on each item listed in the Contract, and that you swear to abide by the decisions documented herein.

Member name	uniqname	Signature
Adithya Boddu	aboddu	Adithya Boddu
Andrew Brown	andrewwb	Andrew Brown
Austin Peash	apeash	Austin Peash
Kevin Zentner	kzentner	Kevin Zentner
Kamren Davis	kamdavis	Kamren Davis
Eric Wesche	ewesche	Eric Wesche
Joe Zawisa	jazawisa	Joseph Zawisa